

Charter School Student Residence Report (DOE-SR)

Version 10.29.04

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School on December 1 of the current school year. This required collection is to be submitted by Charter Schools only.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. In addition, the stn number must currently exist in the STN Lookup.

A **trial submission period** will be available November 15, 2004 through November 24, 2004. This optional period will provide the opportunity to verify the submission and validity of the data file **prior** to the actual collection period. All data submitted during this optional period will be **deleted** at the end of the day on November 30, 2004.

The required collection period will begin on **December 1, 2004** and last until **December 17, 2004**, which is the **final** date for submission. During this time you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the reports in the Message Center for accuracy and keep a final copy on file. If there are any errors or inaccuracies you may correct the data and transmit the file again until the end of the collection period. Please review the STN Calendar for exact dates.

Charter School Student Residence Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID of the Charter School Required Field: YES	School building where the student is located
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	Must currently exist in the STN lookup
3	Street Address	30	Student's known street address Allowable Characters Are: 0 - 9, A - Z, a - z, # (pound) (Period) and Space Required Field: YES	DOE will compare to Census Mapping for verification of residence No Post Office Box numbers allowed
4	City of Residence	20	Student's known city of residence Allowable Characters Are: A - Z, a - z, and Space Required Field: YES	DOE will compare to Census Mapping for verification of residence
5	State of Residence	2	Student's known state of residence Allowable Values Are: Valid two letter state abbreviations Required Field: YES	
6	Zip Code	5	Student's zip code of residence	DOE will compare to Census Mapping for verification of residence
7	Corporation of Legal Settlement	4	Public school corporation number where the student resides Required Field: YES	Use the School and Corp Lookup available in the application Center for the correct public corporation number.
8	County of Legal Residence	2	Valid County codes Required Field: YES	Refer to List of Valid Indiana Counties
9	Corporation Attended in Prior School Year	4	What is the corporation number where the student attended in the prior school year? Allowable Values Are: Blank or spaces for Kindergarten students K001 = Home Schooled prior year	Prior year = 2003-2004 This field will be blank for students reported in Kindergarten grade level on the DOE-PS

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			K999 = Out of State in prior year Required Field: YES	

References

Indiana Counties
Indiana Corporations of Legal Settlement
Form30A Addendum for Charter School Enrollment for school year 2004-2005
DOE-PS Programs and Services

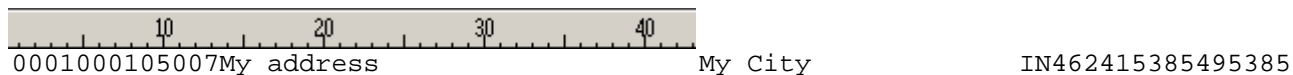
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000105001,My address,My City,IN,46201,5385,49,5385

Positional Format



0001000105007My addressMy CityIN462415385495385

XML Format

```
<XIF_SRData>
  <School Id="">
    <Student STN="">
      <ResidenceInfo Address="" City="" State="" Zip="" PriorCorp="" />
      <LegalInfo LegalCorp="" LegalCounty="" />
    </Student>
  </School>
</XIF_SRData>
```

Change History

Version	Change History
09.29.04	Out of state and home school values added for field 9
09.09.04	Original Document